

# **TRAFFIC OPERATIONS AND MANAGEMENT STANDING COMMITTEE**

## **GOVERNING RULES (September 2017)**

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### **1. ORGANIZATION NAME**

The name of the organization shall be the Traffic Operations and Management Standing Committee (TOMSC).

TOMSC shall be sponsored by the Transportation Association of Canada (TAC) and the Canadian Institute of Transportation Engineers (CITE). It shall be a national standing committee of the Chief Engineers' Council of the Transportation Association of Canada.

### **2. GOALS AND RESPONSIBILITIES**

2.1 The goals of TOMSC are to:

- a) Develop standards for traffic control devices and practices for use in Canada,
- b) Propose for publication manuals, reports, guidelines and diagrams of recommended traffic control devices and practices for use in Canada and such revisions to these manuals, etc. as may be considered advisable,
- c) Encourage the implementation of the recommended standards for traffic control devices and practices in all provinces and territories of Canada,
- d) Develop educational and public information material respecting new and existing traffic control devices, and their correct application and use.

2.2 The responsibilities of TOMSC are to:

- a) Organize, stimulate and coordinate research for the improvement of traffic control devices and practices in Canada,
- b) Report to the Chief Engineers' Council of the Transportation Association of Canada, on a regular basis, as to the degree of compliance with the manuals of recommended standards,
- c) Conduct workshops, distribute educational and public information materials and carryout such other activities as may be desirable to disseminate information relating to recommended traffic control practices,
- d) Prepare and submit an annual budget request, with details of special funding requirements, to the Chief Engineers' Council for consideration at the time that council's budget is being prepared.

### **3. MEMBERSHIP**

- 3.1 The membership of TOMSC shall consist of up to 57 members:
- a) One member appointed by each provincial and territorial department of transportation that is a member of the Transportation Association of Canada (maximum 13).
  - b) One member appointed by Transport Canada (1 member).
  - c) One member appointed by each of 20 municipalities. Each of the provinces and territories shall be entitled to at least one municipal membership, where a municipality accepts membership on the Standing Committee. Membership will be for a period of three years and renewal will depend on active participation, demand for membership by other municipalities and regional distribution of members (20 members).
  - d) Eight members appointed at the discretion of the TOMSC Executive (8 members).
  - e) Five members appointed by CITE for a term to be determined by CITE but of not less than four years (5 members),
  - f) One each appointed at the discretion of the TOMSC Executive (9 members) from:
    - Academia in Canada
    - United States National Committee on Uniform Traffic Control Devices (US NCUTCD)
    - United States Federal Highways Administration (US FHWA)
    - Ontario Traffic Council (OTC)
    - Association Québécoise du Transport et des Routes (AQTR)
    - International Municipal Signal Association (IMSA)
    - Intelligent Transportation Systems Society of Canada (ITS Canada)
    - TransLink,
    - A municipal transit authority
  - g) The immediate Past Chair, if not otherwise a member (1 member).
- 3.2 Each member may designate a temporary alternate if they are unable to attend a meeting. The temporary alternate shall not be another member of TOMSC. The Secretary shall be notified, in writing, of this designation in advance of the start of the meeting, and the delegation shall cease at the close of the meeting for which it is instituted.
- 3.3 A membership position shall be considered vacant when the appointed member, or a designated alternate, fails to attend three consecutive meetings of TOMSC. A membership position shall also be considered vacant when the appointing body fails to replace a member who resigns from TOMSC within one calendar year. With the exception of provincial and territorial members, failure to replace the member by the appointing body shall relinquish their position on TOMSC.
- 3.4 When a vacancy exists amongst the members representing provinces and territories, the TAC Secretariat shall invite the province or territory to appoint a new representative.
- 3.5 When a vacancy exists amongst the municipal members, the TAC Secretariat, in consultation with the Chair, shall invite another major urban or rural municipality in Canada to appoint a member.
- 3.6 When a vacancy exists amongst the any other members other than those indicated in Sections 3.4 and 3.5, the Chair shall invite the appropriate organization to appoint a new representative.

#### **4. STANDING AND SPECIAL SUBCOMMITTEES**

- 4.1 The standing and special subcommittees shall consist of:
- a) TOMSC Executive ,
  - b) Development and Devices Subcommittee,
  - c) Applications and Practices Subcommittee,
  - d) Editing and Publication Subcommittee,
  - e) Rules of the Road Subcommittee,
  - f) Emerging Technologies Subcommittee,
  - g) Such special subcommittees, as may be established from time to time.
- 4.2 The TOMSC Executive shall consist of:
- a) The Chair of TOMSC,
  - b) The Vice-Chair of TOMSC,
  - c) The immediate Past-Chair of TOMSC,
  - d) The Vice-Chair responsible for the Development and Devices Subcommittee,
  - e) The Vice-Chair responsible for the Applications and Practices Subcommittee,
  - f) The Vice-Chair responsible for the Editing and Publication Subcommittee,
  - g) The Vice-Chair responsible for the Rules of the Road Subcommittee,
  - h) The Vice-Chair responsible for the Emerging Technologies Subcommittee,
  - i) The Secretary of TOMSC.
- 4.3 The Development and Devices Subcommittee shall consist of:
- a) The Vice-Chair,
  - b) All members of the Standing Committee.
- 4.4 The Applications and Practices Subcommittee shall consist of:
- a) The Vice-Chair,
  - b) All members of the Standing Committee.
- 4.5 The Editing and Publication Subcommittee shall consist of:
- a) The Vice-Chair,
  - b) Members appointed by the Vice-Chair for no specified term.
- 4.6 The Rules of the Road Subcommittee shall consist of:
- a) The Vice-Chair,
  - b) Members appointed by the Vice-Chair for no specified term.
- 4.7 The Emerging Technologies Subcommittee shall consist of:
- a) The Vice-Chair
  - b) The members appointed by the Vice-Chair for no specified term
- 4.8 The terms of reference, membership and tenure of Special Subcommittees shall be established by the TOMSC Executive.

## **5. DUTIES OF THE TRAFFIC OPERATIONS AND MANAGEMENT STANDING COMMITTEE**

- 5.1 The duties of TOMSC shall be to:
- a) Make recommendations to the Chief Engineers' Council to ensure that the standards in the manuals are kept consonant with current engineering,
  - b) Practice, consider and report to the Chief Engineers' Council all comments and criticisms on the technical and editorial content of the manuals,
  - c) Originate, coordinate and establish priorities for research into those aspects of traffic control that require action to arrive at the most effective devices, methods and procedures,
  - d) Develop and adopt "project procedure guidelines" consistent with requirements for development of traffic control devices and procedures,
  - e) Act as a referral agency for the Chief Engineers' Council and for unsolicited proposals for investigation of new devices, ideas and methods,
  - f) Review current methods, procedures, practices, standards and research on traffic control from other countries and evaluate these in terms of Canadian conditions,
  - g) Prepare for presentation to the Chief Engineers' Council recommended revisions to the manuals and report on any referrals,
  - h) Develop guidelines, processes and recommended practices for the management of traffic and the application of traffic control strategies, and
  - i) Submit a written report to the Chief Engineers' Council in advance of each of its meetings, or as required, on the proceedings of the Standing Committee since its last report and make an interim verbal report on any recent TOMSC meetings not covered in the written report.

## **6. DUTIES OF THE STANDING AND SPECIAL SUBCOMMITTEES**

6.1 The duties of the TOMSC Executive shall be to:

- a) Make recommendations to and execute the decisions of TOMSC,
- b) Set the date, time and place for the meetings of TOMSC,
- c) Select the municipalities and organizations to be represented on TOMSC, as indicated in Section 3, Membership.

6.2 The duties of the Development and Devices Subcommittee shall be to:

- a) Carryout research, evaluations and studies necessary to develop signs, signals, markings and other traffic control devices,
- b) Review current methods, procedures, practices, standards and research on traffic control devices in Canada and other countries and evaluate these in terms of current Canadian conditions,
- c) Prepare recommendations for new traffic control devices and/or revisions to devices currently in the manuals, together with warrants, guidelines or other advice relating to use of the devices,
- d) Prepare educational and public information materials for use in introducing new traffic control devices or changes in traffic control systems,
- e) Carryout such other studies or projects relating to design, development or use of traffic control devices as may be referred by the standing committee,
- f) Submit a written report to the standing committee in advance of each meeting of the standing committee on the proceedings of the subcommittee since the last report and make an interim verbal report on any recent meetings not covered in the aforementioned written report.

6.3 The duties of the Applications and Practices Subcommittee shall be to:

- a) Carryout research, examinations and studies necessary to evaluate, understand and report on traffic control and operational problems, shortcomings, safety concerns and inefficiencies,
- b) Develop guidelines or warrants for the application of traffic controls to specific and general traffic situations,
- c) Examine opportunities and recommend strategies for the implementation of traffic control standards uniformly throughout Canada,
- d) Review current methods, procedures, practices, standards and research on traffic control in Canada and other countries and evaluate these in terms of current Canadian conditions,
- e) Review and report on any matters relating to transportation system design, construction and maintenance that may have relevance to traffic control practices,
- f) Prepare educational and public information materials for use in support of traffic control changes, safe road use-practice and legal requirements,
- g) Support the organization of workshops, seminars and meetings aimed at disseminating information relating to recommended traffic management practices,
- h) Carryout such other studies or projects relating to traffic control and management practices as may be referred by the standing committee,
- i) Submit a written report to the Standing Committee in advance of each meeting of the Standing Committee on the proceedings of the Subcommittee since the last report and make

an interim verbal report on any recent meetings not covered in the aforementioned written report.

6.4 The duties of the Editing and Publication Subcommittee shall be to:

- a) Edit and prepare for publication all revisions to the manuals forwarded to it by TOMSC,
- b) Ensure that the material in the manuals is clearly and concisely presented,
- c) Ensure that conflicts between the various manuals or sections or manuals are avoided,
- d) Ensure the revisions to the manuals are consistent with existing standards in the manuals and identify any inconsistencies,
- e) Ensure that appropriate drawings are published in the "Traffic Sign Pattern Manual",
- f) Submit a written report to the Standing Committee in advance of each meeting of the Standing Committee on the proceedings of the Subcommittee since the last report and make an interim verbal report on any recent meetings not covered in the aforementioned written report.

6.5 The duties of the Rules of the Road Subcommittee shall be to:

- a) Review and recommend to TOMSC, for Transportation Association of Canada approval, amendments to the publication "Model Rules of the Road" any matters relating to the traffic rules that the road user must know and observe while using highways in Canada,
- b) Act as a referral agency for the Standing Committee and for proposals from the Transportation Association of Canada or the Canadian Council of Motor Transport Administrators received by the Secretary about rules of the road,
- c) Review and evaluate rules of the road and engineering practices to ensure compatibility,
- d) Submit a written report to TOMSC in advance of each meeting of TOMSC on the proceedings of the Subcommittee since the last report and make an interim verbal report on any recent meetings not covered in the aforementioned written report.

6.6 The duties of the Emerging Technologies Subcommittee shall be to:

- a) Monitor and provide information about new and emerging technologies for the TOMSC members.
- b) Identify projects related to emerging technologies that could be undertaken by TOMSC.
- c) Review requests from commercial suppliers of new traffic control technologies to determine if they should be dealt with through TOMSC, an outside agency, or not at all.
- d) Interact with other committees of TAC or outside agencies involved with emerging technologies as required.

## **7. DUTIES OF THE EXECUTIVE MEMBERS**

- 7.1 The duties of the Chair of TOMSC shall be to:
- a) Preside at meetings of TOMSC and the TOMSC Executive,
  - b) Call at least one meeting a year of the TOMSC Executive,
  - c) Be an ex-officio member of all of TOMSC's standing and special subcommittees,
  - d) Represent TOMSC before groups and organizations, as may be appropriate,
  - e) Guide and direct TOMSC in achieving its goals,
  - f) In the event of a vacancy in the TOMSC Executive, appoint a member to fill the vacancy until the next election,
  - g) Provide liaison between the TOMSC and the United States National Committee on Uniform Traffic Control,
  - h) Report semi-annually to the Transportation Association of Canada, Chief Engineers' Council regarding the actions taken by TOMSC during the current year.
- 7.2 The duties of the Vice-Chair of the Standing Committee shall be to:
- a) Preside, in the absence of the Chair, at meetings of TOMSC and the TOMSC Executive,
  - b) When requested by the Chair, represent him on other occasions and carryout his duties,
  - c) In cooperation with the Transportation Association of Canada Secretariat, co-ordinate the sessions or workshops sponsored by TOMSC at the TAC Annual Conference, including review and selection of papers.
- 7.3 The duties of the Secretary shall be to:
- a) In consultation with the Chair, prepare draft agendas for the meetings of TOMSC and the TOMSC Executive,
  - b) Attend and record minutes of the meetings of TOMSC and the TOMSC Executive,
  - c) Attend and record the minutes of ad hoc, standing or special subcommittees, when requested to do so by the Chair,
  - d) Keep and maintain records of attendance by members of TOMSC and the TOMSC Executive,
  - e) Maintain a record of the status of all projects,
  - f) Advise the Chair on matters relating to rules of order.
- 7.4 The duties of the member of the TAC Secretariat appointed by the TAC Executive Director shall be to:
- a) Circulate all pre and post meeting material to TOMSC (agendas, minutes, reports etc.),
  - b) Arrange for accommodation for meetings of TOMSC and its subcommittees as required,
  - c) Arrange for publication and distribution of TOMSC manuals and their amendments,
  - d) Invite the appropriate organization to appoint a member to the TOMSC, when a vacancy occurs,
  - e) Provide a written summary of action items arising from teleconferences of the executive subcommittee,
  - f) In consultation with the chair, respond to inquiries from the members, the public and others,
  - g) Maintain TOMSC project records as required.

## **8. MEETINGS**

- 8.1 All meetings shall be conducted under the provisions of Robert's Rules of Order.
- 8.2 The meetings of TOMSC shall be as follows:
  - a) A meeting to be held in conjunction with a meeting of the Chief Engineers' Council,
  - b) A meeting to be held in conjunction with the annual meeting of the Transportation Association of Canada,
  - c) Such other meetings of TOMSC or its standing and special subcommittees, as may be called by the Chair.
- 8.3 Notices of all meetings and agendas shall be sent to all members not less than 14 days before the meetings.
- 8.4 The meetings of the TOMSC Executive shall be as specified in Section 7.1b) of the Governing Rules. Additional meetings shall be at the call of the Chair.
- 8.5 The meetings of the Development and Devices Subcommittee and the Applications and Practices Subcommittee shall be held at the time of each meeting of the Standing Committee.
- 8.6 The meetings of the Editing and Publication Subcommittee shall be at the call of the Vice-Chair, who shall be responsible for providing appropriate notice. There shall be at least one meeting each year.
- 8.7 The meetings of the Rules of the Road Subcommittee shall be at the call of the Vice-Chair, who shall be responsible for providing appropriate notice. There shall be at least one meeting each year.
- 8.8 The meetings of the Emerging Technologies Subcommittee shall be at the call of the Vice-Chair, who shall be responsible for providing appropriate notice. There shall be at least one meeting each year.
- 8.9 All meetings of the Standing Committee and all standing and special subcommittees shall be open meetings unless, by majority vote of the members present, it is decided that the meeting, or part of it, shall be closed.

## **9. QUORUM**

- 9.1 At the semi-annual meetings of TOMSC and in conducting letter ballots, a simple majority of the members shall constitute a quorum.
- 9.2 At meetings of the TOMSC Executive and standing and special subcommittees a simple majority of the members shall constitute a quorum.

## **10. NOMINATIONS**

- 10.1 The TOMSC Executive shall select a Nominating Committee, chaired by the Immediate Past Chair and consisting of at least two other members of the TOMSC Executive, at least 90 days prior to the fall annual meeting of the Standing Committee on years when elections are held.
- 10.2 The duties of the Nominating Committee shall be to:
  - a) Prepare a slate of nominees for the elective offices of TOMSC,
  - b) Ensure that the persons nominated will accept office and serve for the two year term specified.

## **11. ELECTIONS AND TERMS OF OFFICE**

- 11.1 The elective offices of the Standing Committee shall be:
  - a) The Chair of TOMSC,
  - b) The Vice-Chair of TOMSC,
  - c) The Vice-Chair responsible for the Development and Devices Subcommittee,
  - d) The Vice-Chair responsible for the Applications and Practices Subcommittee,
  - e) The Vice-Chair responsible for the Editing and Publication Subcommittee,
  - f) The Vice-Chair responsible for the Rules of the Road Subcommittee,
  - g) The Vice-Chair responsible for the Emerging Technologies Subcommittee,
  - h) The Secretary of the Standing Committee,
  - i) The Past Chair of TOMSC.
- 11.2 The term of all elective offices shall be two years and shall take effect 15 days following the conclusion of the meeting at which the elections are held.
- 11.3 Election of office shall be decided by a simple majority of the members present.
- 11.4 In elections to the elective offices of TOMSC, each member present, or his designated alternate, is entitled to one vote.

## **12. AMENDMENTS TO THE GOVERNING RULES**

- 12.1 Amendments to the Governing Rules may be proposed by any member, in writing to the Secretary, not less than 45 days prior to an annual meeting.
- 12.2 Proposed amendments shall be circulated to the members not less than 21 days prior to the annual meeting of TOMSC at which they are to be considered.
- 12.3 The Governing Rules shall be amended by two-thirds majority vote of the members and alternate members present.
- 12.4 Amendments approved by TOMSC shall take effect upon ratification by the Chief Engineers' Council.

## **13. REVISIONS TO THE MANUALS OF UNIFORM TRAFFIC CONTROL DEVICES FOR CANADA**

- 13.1 Proposals for revisions to the manuals shall be:
- a) Received in writing by the Secretary,
  - b) Accompanied by information or data indicating that the proposal meets proven need or is superior to, yet compatible with, the methods or standards which form the present standard,
  - c) Accompanied by a recommendation on how the proposed device, standard or practice should be introduced and publicized,
  - d) Brought by the Secretary to the attention of TOMSC.
- 13.2 Proposals for revisions to the manuals which are the result of studies carried out by TOMSC shall be:
- a) Submitted in writing to the Secretary of the Chief Engineers' Council,
  - b) Accompanied by a recommendation which shall include revised text for the manual and revised plans, drawings or sketches. In the case of signs it shall be supported by full-scale signs in colour (a reasonable facsimile may be substituted in the case of large guide signs) together with an appropriate exhibit for inclusion in the Traffic Sign Pattern Manual,
  - c) Accompanied by draft or other educational and public information program material to be used in introducing the device, standard or practice.
- 13.3 Recommendations for revisions submitted to the Chief Engineers' Council shall require:
- a) Approval of a two-thirds majority of the members present at a meeting of TOMSC, or
  - b) Approval of a two-thirds majority of the ballots returned, and approval of a simple majority of the total membership of TOMSC if approval is sought by letter ballot (ballots not returned within 30 days of distribution shall not be counted).

## **14. PUBLICATION**

- 14.1 Upon adoption of a revision by the Chief Engineers' Council and other approving authorities TOMSC shall direct:
- a) The Editing and Publication Subcommittee to review the revisions and prepare final text and drawings for the manuals,
  - b) The Editing and Publication Subcommittee to work with the TAC Secretariat in determining the importance of the revision and time required to publish.